

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

1 March 1969

REMISSION FOR : School and Staff Chiefs

SUBJECT : Training Officer Assistance

1. For many years within DDC we successfully circumvented our own procedures through improvisation while requiring other offices to work through a Training Officer. Since assuming the latter responsibility I have received some inquiries from your subordinates expressing interest in doing things in a procedurally proper fashion.

2. As long as material which normally would be handled, examined, and signed by a Training Officer is transmitted to me for SF designation I believe no need for writing supplemental procedures at this time.

3. On the other hand, we accomplish a great deal by phone and you may be interested to know that both [REDACTED] (ext. 605) and Marie [REDACTED] (ext. 6078) are carrying out supplemental duties that in other components are variously referred to as Assistant Training Officer or Training Assistant. I believe we can give you quickish service if you ask [REDACTED] to make any necessary arrangements on scheduling individual training with DDC, Language Proficiency testing with LAD, furnishing a training report on an ODR employee, or arranging for SF designees to take training with another component. Marie handles the rest.

STATINTL

4. If this causes you any confusion, have no fears. Either girl is ready to back up the other.



Signature/IS

STATINTL

cc: [REDACTED]

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NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S C

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By: [REDACTED]